

4 December 2025

Norhaslini Abd Ghaffar
PT180, Jalan Desa Mayang Sari 2/1
Taman Desa Mayang Sari
71800 Nilai
Negeri Sembilan

Dear Norhaslini,

Re : REDUNDANCY OF POSITION

Arising from the corporate restructuring exercise as communicated under the global 'Strategic Actions' plan and the conversation to you by Ms Santhi Ulakanathan (Site Manager Seremban) on 4th December 2025, it is with regret to inform that there is no longer a requirement for your position of QA/QC Chemist Seremban.

This letter confirms that your employment will be terminated on reason of redundancy effective 1st January 2026, with your last employment date being 31st December 2025.

As per our discussion on 4th December 2025 and mutually agreed, your notice will officially start on 13th December 2025, though the notice has been served to you today, and you will be granted garden leave from 13th to 31st December 2025 as an exception. You will be paid the remaining notice in-lieu.

In recognition of your service, you will receive a severance package calculated below :

Termination Entitlements

You will receive the following payment:-

1. Termination payment of 15 days' wages for every completed years of service, pro-rate to the nearest month.
2. Notice served or payment in lieu of two (2) months' notice period.
3. Encashment of all unconsumed annual leave up to 31st December 2025.

You will be paid your current salary up to 31st December 2025.

All payments where applicable will be subject to statutory deductions, e.g. income tax, EPF, SOCSO and the value of any Company property in your care which has been misplaced, damaged or not returned, etc.

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Statement of Service

The Company will provide you with a Statement of Service which reflects your length of service, your position and your last drawn salary. If you would like a Statement of Service prepared for you, kindly contact me.

Deed of Release

The terms above will be subject to the signing of a Deed of Release between you and the Company.

Please sign the Deed of Release at the page and space marked on both copies, initial at the bottom of every page and return one copy to me no later than 5th December 2025.

You will receive your final severance pay after clearance from the Inland Revenue Board.

Norhaslini, it is with much regret that your position has been eliminated. We thank you for your efforts during your employment with the Company and wish you all the best in your future endeavours.

If we can be of further assistance, please do not hesitate to contact the undersigned.

Thank you.

Yours faithfully,
ALLNEX MALAYSIA SDN. BHD.


Chow Choay Fen
Human Resources Manager

I hereby acknowledge receipt of this letter.

 **UNDER PROTEST**
Signature

Name :	<u>NORHASLINI BINTI ABD GHAFFAR</u>
IC No :	<u>900607-05-5002</u>
Date :	<u>08/12/2025</u>

CALCULATION FOR TERMINATION ENTITLEMENT :

Name : Norhaslini binti Abd Ghaffar

(1)	Termination payment	= RM15,068.83
(2)	Notice served / pay in-lieu of notice (2 months)	
	(a) Notice period from 13 th Dec to 31 st Dec 2025 (19 days) = RM3,959.35 (and garden leaves granted during this period)	
	(b) Pay in-lieu of notice (remaining balance)	= RM8,960.65
(3)	Pay in-lieu of annual leave balance (3.5 days)	= RM869.62
		RM28,858.45
		=====

* Item (2) & (3) – Subject to EPF & SOCSO deductions

The above is calculated based on last working day as of 31st December 2025.
Please note that the payment above is subject to Income Tax deduction.
You are advised to follow up closely with the Inland Revenue Board on this.

Note :

- (1) Termination payment is a cash lump sum equals to 15 days' wages for every completed years of service, pro-rate to the nearest month.
- (2) Notice served / Pay in-lieu of Notice :- Shall be payable in accordance with your current contract of employment.
- (3) Pay in-lieu of unutilized Annual Leave :- The Company will pay for any unutilized annual leave due to the employee up to the last day of service based on the following formula:

Number of unutilized leave x Monthly Basic Salary x 1/26